

# Waiting List Application

## Affordable Units at Bell Olmsted Park

161 South Huntington Ave, Jamaica Plain MA

[Bellolmstedpark.bpda@gmail.com](mailto:Bellolmstedpark.bpda@gmail.com)

**PLEASE RETURN THIS WAITING LIST APPLICATION TO THE LEASING OFFICE OR EMAIL WHEN COMPLETE.**

### Maximum Income Limits

Household Size	60% AMI	70% AMI	80% AMI	90% AMI	100% AMI
1	\$50,750	\$59,200	\$67,700	\$76,100	\$84,600
2	\$58,000	\$67,650	\$77,350	\$87,000	\$96,650
3	\$65,250	\$76,100	\$87,000	\$97,850	\$108,750
4	\$72,500	\$84,550	\$96,650	\$108,700	\$120,800
5	No Units	\$91,350	No Units	No Units	No Units
6	No Units	\$98,100	No Units	No Units	No Units

MAXIMUM Household Assets are \$75,000 for households applying for units up to 80% AMI, and \$100,000 for households applying for 90% and 100% AMI units except for households where all members are age 65 or older who are allowed to have up to \$250,000 in assets. Please see the Info Packet for more details, particularly on how retirement accounts are counted.

**Rents and Income Limits are subject to change when the BPDA publishes their annual rents and income limits.** This is not subsidized housing. Rents do not change based on applicant's income and tenants will be responsible for paying the full rent themselves. If a household with a Section 8 voucher is unclear about the value of their voucher, they should contact their issuing housing authority. **Please read the Information Packet for more details.**

**Please remember to maintain all records of income, assets and taxes as long as you are applying for affordable housing as it will make the required documentation submission process much easier.**



Applicant's Name:\_\_\_\_\_

Address:\_\_\_\_\_

City:\_\_\_\_\_State:\_\_\_\_\_Zip:\_\_\_\_\_

Home Phone:(\_\_\_\_\_)\_\_\_\_\_Work Phone:(\_\_\_\_\_)\_\_\_\_\_

Cell Phone:(\_\_\_\_\_)\_\_\_\_\_Employer:\_\_\_\_\_

Email address:\_\_\_\_\_@\_\_\_\_\_

*(Please note: the use of the singular "I" or "my" shall include the plural in the case of more than one prospective tenant.)*

Please fill out the chart below for the prospective tenants and all members of the household.

NAME A.	AGE B.	TENANT OR OCCUPANT C.	RELATIONSHIP TO TENANT D.

**NOTE ON RELATED PARTIES:**

Immediate family members of any developer or "Applicant" (as the contracting party is sometimes referred to) are prohibited from entering any lottery held for any Boston Redevelopment Authority Inclusionary/Affordable housing unit. Immediate family members of any Marketing Agent hired by developers/Applicants are prohibited from entering any lottery for housing units at the project for which the Marketing Agent has been hired. "Immediate family" shall be defined as it is in Massachusetts General Law c.268A, the Conflict of Interest Law. However, this policy may be further expanded to include a broader degree of kinship, and may be refined to encompass a broader range of parties other than a named developer or named applicant.

**Bedroom Size Information: Choose one only one.** Please confirm the bedroom size for which you originally applied\*.

- ☐ Studio, Moderate Income (60%, 70%, and 80% AMI)
- ☐ 1 bedroom, Moderate Income (60%, 70%, 80%, 90%, and 80-100% AMI)
- ☐ 2 bedroom, Moderate Income (60%, 70%, 80%, and 90% AMI)
- ☐ 3 bedroom, Moderate Income (70% AMI)

*\*Please note: If you wish to change the unit size you originally applied for in the lottery, you will be dropped to the bottom of the Waiting List for the new unit size you select.*

**Do you currently receive or do you have a Section 8 mobile voucher or certificate?** (Agent does not discriminate based on source of income. This question is asked for the sole purpose of determining ability to pay rent.)

☐ Yes

☐ No

**“Disabled Household”** shall mean applicant with a disabled household member who is in need of an accessible unit. Adaptable units are available to persons with mobility, hearing, or vision impairments that substantially limit one or more major life activities. This shall include but not be limited to those who have the inability to walk, difficulty walking, hearing difficulties, lack of coordination, and difficulty interpreting and reacting to sensory data.

Do you or a member of your household need an accessible unit?

☐ Yes

☐ No

Do you or a member of your household need a unit for the Hearing Impaired?

☐ Yes

☐ No

**Does any member of the household have any accessibility or reasonable accommodation requests or changes in a unit or development or alternative ways we need to communicate with you?**

☐ Yes

☐ No

**If yes, please explain in the space provided here:**

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## INCOME: "HOUSEHOLD INCOME" DEFINED

Please complete the Income Table on the following two pages.

You do NOT need to supply any income documentation with this application. However, prior to applying for a lease, household will be required to submit supporting documentation (no more than 60 days old) for all sources of income in the form of the two most recent consecutive pay stubs and/or income statements for all sources of income, W-2 statements and the two years most recent state and federal income tax returns (including all attachments and amendments) for each member of the household.

For the purpose of income determination, "Household" shall mean all persons whose names appear on the lease, and also all persons who intend to occupy the housing unit as their permanent primary residence, even if they are not included on the lease. Legally married couples shall both be considered part of the household, even if separated. Children shall be considered part of the household if they spend more than 50% of the year (183 days, including partial days) in the residence. The incomes of *all* household members will be included, with one exception:

- Income from employment is not counted for household members under the age of 18.

The BPDA reserves the right to **request additional** information at any point in the Income Certification process. Income Information can include but is not limited to the source of income and the estimated current annualized gross amounts of income, from any source, both taxable and non-taxable income, such as:

- Wages, salaries, tips, overtime, bonuses, commissions, fees, credits, sick pay, deferred income, and any other compensation received for personal services;
- Dividends, interest, annuities, pensions, IRA or other retirement accounts distributions, social security benefits;
- Income received from: trusts, business activities including partnership income and Schedule K-1 information, corporate distributions, rental or lease income, investments, and any other income or gains from any asset;
- Alimony, support payments, disability payments, workers and unemployment compensation, public assistance, etc.
- All assets

### **Please note:**

1. Gross income from current wages, salaries, tips, etc. is the full amount, before any deductions, and is the amount used to determine estimated current annualized income. The BPDA does not use income as reported on your W-2 to determine *estimated current annualized income*.
2. Full-time students over the age of 18 are ***not*** eligible to lease as a tenant ***unless*** they are a co-applicant with a related, non-full-time student. The BPDA's determination of full-time student status will be final.
3. If you are ***substantially*** below the income limit, the BPDA reserves the right to request additional documentation to determine your ability to lease the unit.

## INCOME

Household Member Name	Source of Income	Current GROSS Monthly Income
	Employer (name)	
	Employer (name)	
	Employer (name)	
	Employer (name)	
	Employer (name)	
	Employer (name)	
	Employer (name)	
	Employer (name)	
	Employer (name)	
	Employer (name)	
	Self-Employed (source name)	
	Self-Employed (source name)	
	Self-Employed (source name)	
	Child Support/Alimony	
	Child Support/Alimony	
	Social Security Income	
	Social Security Income	
	Social Security Income	
	Social Security Income	
	SSDI	
	SSDI	
	Pension (list source)	
	Pension (list source)	
	Retirement Funds	
Household Member Name	Source of Income	Current GROSS Monthly Income

	<b>Unemployment Compensation</b>	
	<b>Workman's Compensation</b>	
	<b>Severance Pay</b>	
	<b>Title IV/TANF</b>	
	<b>Full-Time Student Income (18 &amp; Over Only)</b>	
	<b>Full-Time Student Income (18 &amp; Over Only)</b>	
	<b>Periodic payments from family/friends <i>(i.e. rent assistance from family)</i></b>	
	<b>Interest Income (source)</b>	
	<b>Interest Income (source)</b>	
	<b>Interest Income (source)</b>	
	<b>Interest Income (source)</b>	
	<b>Interest Income (source)</b>	
	<b>Interest Income (source)</b>	
	<b>Interest Income (source)</b>	
	<b>Other Income (name/source)</b>	
	<b>Other Income (name/source)</b>	

### HOUSEHOLD ASSETS:

Please complete the chart on the next page. You do NOT need to supply any asset documentation with this application. However, prior to applying for a lease, household will be required to submit supporting documentation (no more than 60 days old) for all assets held by each household member over the age of 18. Assets include but are not limited to the following: Checking or savings accounts, CDs, money market accounts, Treasury bills, stocks, bonds, securities, trust funds, gifts, pensions, IRAs, Keoghs, other retirement accounts, real estate, rental property, other real estate holdings, all property held as an investment, and safe deposit box contents (include the value). All accounts must include complete statements with all pages and list dividend and interest information if applicable.

### Asset Limitation:

- (A) The combined total assets of the household cannot exceed those listed on the coverage of this application. Government-approved college savings accounts and qualified retirement accounts, such as IRAs, Keogh plans, pension plans, and similar that have been established at least six (6) months prior to applying for an affordable unit, are exempt from consideration as part of the household's total assets unless they are being liquidated.
- (B) Applicants applying for affordable rental units can exceed the set forth asset limitations if all of the household members are over 65 years of age. In this instance, a household can have combined assets, **including all retirement funds of \$250,000.**
- (C) **If a household has disposed of an asset for less than the fair market value during the two years preceeding the filing of an application for affordable housing, then the BPDA will count the asset as belonging to the applicant and will use its fair market value as part of the asset calculation.**

Please also note that the information provided above only serves to determine for which units an applicant may qualify. **Once a tenant is selected, formal income verification will be done by the developer or its agent in conjunction with the BPDA.**

**\*\*\*\*Disclosure: If it is determined that all of an applicant's assets were not disclosed at the time of application, an applicant can be denied approval.**

**\*\*\*\*Households that are determined to be ineligible cannot restructure their finances and reapply. There will be a two year waiting period to reapply for an affordable unit in the same income category after an applicant is deemed ineligible for being over the income/asset limit.**

**\*\*\*\*An applicant or household currently residing in an affordable unit who is not in compliance with the covenant for affordable unit requirements or income/asset limit for such affordable unit may not be eligible as an applicant for a different affordable Unit. The BPDA reserves the right to deny approval of such applicant or household.**

## ASSETS

If a section doesn't apply, cross out or write NA. Prior to applying for a lease, you will be directed to submit detailed bank/balance statements for EVERY ASSET listed here.

	Name on Account	Bank	Amount	
<b>Checking Accounts</b>			Balance \$	
			Balance \$	
			Balance \$	
			Balance \$	
<b>Savings Accounts</b>			Balance \$	
			Balance \$	
			Balance \$	
			Balance \$	
<b>Trust Account</b>			Balance \$	
<b>Certificates (or CDs)</b>			Balance \$	
			Balance \$	
			Balance \$	
			Balance \$	
<b>Savings Bonds</b>	Maturity Date:		Value \$	
	Maturity Date:		Value \$	
<b>401k, IRA, Retirement Accounts (Net Cash Value)</b>	Company Name:		Value \$	
	Company Name:		Value \$	
	Company Name:		Value \$	
	Company Name:		Value \$	
<b>Mutual Funds</b>	Name:	# of Shares:	Interest/ Dividends	Value
			\$	\$
			\$	\$
			\$	\$
<b>Stocks</b>			\$	\$
			\$	\$
			\$	\$
<b>Bonds</b>			\$	\$
			\$	\$
<b>Investment Property</b>			Appraised Value \$	

## REAL ESTATE

Do you, or anyone on this application, own any property or have owned property in the past 2 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you, or anyone on this application, entitled to receive any amount of money from the sale of any property? (currently or thru an upcoming court settlement)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes to either question, type of property:</i>	
Location of property:	\$
Appraised Market Value:	\$



**You must now read, sign and date the following page.**

**Please read the “Documentation Requirements Guide” for more details on documentation that will eventually be required from households with unit reservations for BPDA Certification.**

**Please read each item below carefully before you sign.**

1. I hereby certify that the information provided in this preliminary application is correct to the best of my knowledge.
2. I understand that this is a preliminary application and the information provided **does not** guarantee housing. Additional information and verifications will be necessary to complete the income certification process, which will take place if the marketing agent offers me a unit that I find acceptable.
3. I understand that any material change in the income or assets of my household that occurs after the submission of this application may make me ineligible for affordable housing. I also understand that the information provided in this application will be used in the management team in their ongoing management of the Waiting Lists, and that I will not be offered the chance to apply for an affordable unit if my household income and assets, as disclosed in this Application, do not meet the eligibility requirements for a unit that may be available.
4. Co-signers and Guarantors **are not** permitted unless they are co-tenants who will reside in the unit.
5. I understand that approval from any source other than the BPDA **does not guarantee** BPDA income certification approval.
6. I understand that I may submit only one application per household and that submitting duplicate applications will disqualify my household from the lottery.

**Please read the additional Olmsted Place conditions below carefully before you sign.**

7. I understand that failure to provide requested documentation or complete obligations by given deadlines will result in the removal of my application from further consideration.
8. I understand that if I am notified that it is my turn to go the leasing office for lease eligibility screening, I must complete a lease application within 5 days.
9. I understand that I will be expected to sign a lease and move into the affordable unit I have selected within 30 days of being notified of my BPDA certification
10. I understand that if I am substantially below the income limit, Olmsted Place, the BPDA and SEB reserves the right to request additional documentation to determine my ability to lease a unit.

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Applicant's Signature

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Date

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Applicant's Signature

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Date

**PLEASE RETURN THIS WAITING LIST APPLICATION TO THE LEASING OFFICE WHEN COMPLETE**  
Every household must maintain records of all income, assets, and changes in employment as all this documentation will be required if you are given the opportunity to move forward in this program. So please be sure to keep a record of all your pay/income statements, all your tax documentation and all your bank/asset statements to ensure an easy and fast eligibility review. Please see the "Documentation Requirements Guide" for more details. The information provided in this document is intended for confidential purposes used only for internal verification and confirmation and is exempt from public disclosure to the fullest extent permitted by law.

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*This Section Is Office Use Only*

**Marketing Agents/ Property Manager's Signature:**

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Marketing Agent's Signature

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Date

Marketing Agent/Property Managers Initial(s) \_\_\_\_\_